

Minutes of a Meeting
First Things First
June 26, 2007

A meeting of the First Things First Board was held June 26, 2007, in Conference Room 206 in the Babbitt Administrative Center at Northern Arizona University, Flagstaff, Arizona. Chairman Mathis Basha called the meeting to order at 1:25 p.m.

Present: Rhian Evans Allvin (By telephone)
Nadine Mathis Basha
Paul Luna
Cecil Patterson
Pamela Powell
Vivian Juan-Saunders
Gene Thompson
Karen Woodhouse
Anthony Rodgers

Absent: Jack Jewett
Gary Pasquinelli
Susan Gerard
Tracy Wareing

Also present were: Elliott Hibbs, Interim Executive Director, Sandy Foreman, Judy Walruff, Jennifer Johnson, Glenda Bye, Karen Ortiz, Jennifer Pollack, and Judy Garza.

Chairman Mathis Basha welcomed everyone to the meeting. She thanked President Haeger for allowing the meeting to be held on the NAU campus. She thanked Dean Daniel Kain for his assistance with meeting and forum logistics.

President Haeger welcomed the Board to NAU and said NAU would like to work with the Board in any helpful way. Dean Kain also welcomed the Board to Flagstaff.

Chairman Mathis Basha announced all Board members had been confirmed by the Senate.

Consent Agenda

Chairman Mathis Basha announced that Board Policies 1-107, Committees and Subcommittees, 1-110, Lobbying, and 1-114, Personnel, were removed from the Consent Agenda. The Board would be voting on the remainder of the Consent Agenda. Upon motion of Member Thompson, seconded by Member Patterson, the Board passed the remainder of the Consent Agenda. Those items are marked with an * in these minutes.

*Minutes

The minutes of the May 22 and 23, 2007, meeting were approved.

*Governance Policies Scheduled for Second Reading and Adoption

The Board adopted Board Policy 1-101, Organization, Authority and Location, which gives the Board's authority.

The Board adopted Board Policy 1-102, Departure from Board Policy, that establishes the procedure for departing from Board policy.

*Governance Policies Scheduled for Second Reading and Adoption (Continued)

The Board adopted Board Policy 1-103, Meetings of the Board, that describes the calendar, quorum, notices, and special meetings.

The Board adopted Board Policy 1-106, Minutes of Meetings of the Board, which describes minutes, how they will be kept, and public access.

The Board adopted Board Policy 1-109, Communications To or From the Board, which describes the communication of official Board policy.

The Board adopted Board Policy 1-112, Amendments, which describes the requirement to amend Board policies.

The Board adopted Board Policy 1-113, Rulemaking, which states the authority for and process to be followed for rulemaking.

Call to the Public

Kerry Blume, from United Way of Northern Arizona, described some of the programs in progress now and said the community was looking forward to working with the Board. They want a level playing field for all children.

Mark Hunter, Flagstaff Community Foundation, welcomed the Board on behalf of all the children served by the Foundation. He described the partnerships in the area and said the Board members would have many challenges, but he was looking forward to working with them.

Election of Vice Chair

Member Thompson nominated Vivian Juan-Saunders for the position of Vice Chair. Member Patterson nominated Jack Jewett for the position of Vice Chair. Members Juan-Saunders, Powell, and Thompson, voted for Juan Saunders. Members Luna, Patterson, Evans Allvin, and Chairman Mathis Basha voted for Jewett. Jack Jewett was elected Vice Chair.

Member Comments and Work Group Update

Member Juan-Saunders commented about forums in Rio Rico and Coolidge and the Governor's luncheon in Flagstaff last Friday. She said there is a lot of passion for this topic in the communities.

Member Patterson said he was looking for the Board to capture the interests of the communities.

Member Luna said he serves on the P-20 Board. He would like the Board to be mindful of other education activities already in process as he believes there should be an integrated system.

Member Thompson said he had been to the forum in Yavapai County and learned about Regional boundaries. He would like to see technology used to connect to rural communities.

Member Evans Allvin said she would be chairing a professional development work group subcommittee and there had been a great response to the invitations. She was looking forward to working with the university Deans of Education and the community college presidents.

Ms. Judy Walruff, on behalf of Member Pasquiniti, said he would like to expand his work group.

Members Comments and work Group Update (Continued)

Chairman Mathis Basha said information was being received on caring for infants and toddlers and advocacy terms were being developed.

Governance Policies Scheduled for Second Reading and Adoption

Member Thompson had asked for Board Policy 1-107, Committees and Subcommittees, to be removed from the Consent Agenda. He stated his concern about subcommittees that don't include Board members. He was told all subcommittees would be groups that would report to the Board; they would not make any decisions on their own; and they would have a member of the Board's staff working with them.

There was a discussion on this topic and the Board asked for paragraph three to be modified to include language stating the Board should be made aware when the Chairman appoints a subcommittee and the members of that committee. Upon motion of Member Patterson, seconded by Member Luna, the Board adopted Board Policy 1-107.

Member Thompson had asked for Board Policy 1-110, Lobbying, to be removed from the Consent Agenda. He stated his concern about being able to talk to legislators that he knows if the Chairman was the only Board person allowed to speak to legislators. He was told the Chairman, or the Chairman's designee, would speak on behalf of the Board in formal settings. Any Board member can talk to any legislator or anyone else at any time. However, if the members' opinion differs from the formal Board opinion, the member should make it clear that he/she is expressing his/her own opinion, not that of the Board. It is to be hoped that all Board members would support any official position the Board make take. However, lobbying would not be appropriate as that would be against state law which requires a lobbyist to be registered as such and to submit quarterly expenditure reports. Upon motion of Member Luna, seconded by Member Patterson, the Board adopted Board Policy 110.

Member Thompson had asked for Board Policy 1-114, Personnel, to be removed from the Consent Agenda. He stated his concern about the Executive Director appointing all staff members. There was a discussion about the Board setting policy and then allowing the Executive Director to implement that policy by appointing the necessary staff. Also, the Board would exercise personnel oversight though the budget process and performance measures expected of the Executive Director. Upon motion of Member Luna, seconded by Member Patterson, the Board adopted Board Policy 114.

Policies Scheduled for Second Reading and Adoption

The Board members discussed Board Policy 1-108, Board Officers and Their Duties. It was felt having a process would help avoid controversy. Option 1 could lead to everyone voting for themselves. It was believed continuity is important and the Chair should be allowed to serve for two years. Rather than having members who have served as committee chairs, it was proposed that the Chairman be elected from members who have been on the executive committee. It should be someone who has had an active role in Board business, but not just the positions currently listed in the policy. The Vice Chair should not necessarily succeed the Chair. Options 1 and 3 were eliminated. Option 2 should be reworked with flexibility and continuity added. It was suggested that the Chairman receive a majority vote of the Board, not just those present.

Policies Scheduled for Second reading and Adoption (Continued)

It was suggested it would be good to have a policy stating how a new Chair would be named if the current Chair were to leave the Board for any reason.

Upon motion of Member Patterson, seconded by Member Luna, the Board tabled Policy 1-108 until the next meeting.

Policy Scheduled for First Reading Discussion

The Board discussed Board Policy 1-111, Conflicts of Interest. Once this policy has been adopted, board members as well as staff members will file Conflict of Interest statements. This will be a major area of training for the regional members. Members were informed that violation of this policy does carry penalties for the person who violates the policy and could cancel the decision that was made.

As this was reviewed for first reading only, this policy will return to the Board at its next meeting for a vote.

Alliance for Children's Early Success

Julianne Hartzel welcomed the Board on behalf of the Alliance for Children's Early Success (ACES). She explained how this partnership came into being and the successes it has had.

Trudy Rogers presented "Transformation of a Caring Community." The United Way of Northern Arizona led the charge to create an early childhood partnership and committed to support the work of the partnership with funding, time, and expertise. She described how the groups work together and some of the programs they support.

ACES was recognized for its work in this field and was asked to share some of its data concerning demographics and needs. Needs of children ages 0 through 5, cultural difficulties, and school barriers were highlighted.

Regional Boundaries

Linda Cannon gave the Board an update on establishing Regional Boundaries. There have been meetings with 8 of the partnerships and the rest of the meetings are scheduled. The tribal conversations are moving along. The preliminary recommendation will be made in August and will be finalized in September. She summarized what she had been hearing about boundaries and said in some areas, the boundaries would not necessarily be the county boundary. It was suggested the exploding growth in some areas be taken in to consideration.

The Regional Boards must be appointed by April 1, 2008. It was asked if temporary regional councils could be appointed prior to that date. The answer was they could, but the permanent council would need to be reappointed the end of March.

It was reported the tribes have until March to decide whether to join the regions or to participate by themselves. Once the regions are decided, they can be adjusted every two years. Community sentiment is to appoint larger regions that might need to be made smaller later as it is easier to divide than to merge. It was pointed out that regional councils have specific membership requirements.

In September the boundaries and the process to solicit people for council membership should be brought to the Board. In August, pros and cons of interim council membership will be brought to the Board.

Regional Boundaries (Continued)

Ms. Cannon is talking with partnerships in the various areas that exist now and will work with them to develop guidelines as to what is needed. All the partnership meetings and data gathering should be done by July. Community recommendations will be seriously considered, but the Board does have additional parameters that communities don't.

Needs and Assets Project Update

Linda Cannon reported interviews had been set up with small groups. Data from census would be used to set up scenarios. Needs to develop a baseline and tracking are being considered. Funding sources are being identified and they are being asked to confirm the data and to provide missing information.

Focus groups with parents will be done to see if their priorities are included. The Board asked to see the draft Needs and Assets Assessment Report at the September meeting. Ms. Cannon said she would start to provide information to the Board in August such as demographics and funding on a high level. The Board would see the first draft of the Needs Assessment in September. Parent focus groups will be held to answer questions not apparent from the data collected.

Community Forums Update

Linda Cannon acknowledged Sandy Foreman, the staff person who had worked with her on community forums. She listed the upcoming forums and asked if any additional Board members could attend these meetings. The staff was thanked for their preparation and professionalism.

Branding/Logo Options

Elliott Hibbs showed the Board the three examples of logos that had been developed by the chosen consultant, the Riester Company. The Board discussed all three logos, considering their colors and statements. It was suggested the depiction of the children and the blocks could be combined. The colors should be deeper and darker; they do not pop. How the finished logs will look in black and white should also be considered as they will be reproduced sometimes as copies. The fact that blocks are used frequently was mentioned. The logos should stay away from numbers alone, but blocks with pictures or a combination of numbers and letters could be used.

The suggested tag lines were considered trite. It was suggested the word Arizona should be used in the tag line. Market testing should be utilized before the branding is adopted. Board members were asked to give Mr. Hibbs additional feedback through email.

Review and Adopt Fiscal 2008 Operating Budget

Elliott Hibbs presented the proposed Fiscal 08 operating budget for the Arizona Early Childhood Development and Health Board. He explained how the FTE would be phased in over the year. He went over one-time costs such as vehicles, tenant improvements, board room, data system and other technology.

He was asked to ramp up slowly on cars and to consider hybrid cars. He explained that hybrid cars were not on the state contract list, but that some of the cars would be powered by alternative fuels. He was asked to attach a list of positions to the budget. Mr. Hibbs said he would send a list of staff and their contact numbers to Board members.

Upon motion of Member Evans Allvin, seconded by Member Patterson, the Board adopted the Fiscal 2008 Operating budget for the First Things First Board.

Interim Executive Director's Report

Elliott Hibbs reported that he would like to have the August Board meeting at 4000 North Central where the Board offices are located. The offices are temporarily located on the 14th floor while permanent offices are being built on the 8th floor. The conference room may not be finished, but options are being considered.

Next Meeting

The proposed board meeting fiscal 2008 calendar was discussed. Generally, the meetings will be on the 4th Tuesday and Wednesday of each month but July. The December meeting was moved up as the Needs and Assessments must be done by December 15 and the 4th Tuesday is Christmas Day. The May meeting was also moved up because of Memorial Day.

Upon motion of Member Thompson, seconded by Member Evans Allvin, the Board approved the Fiscal 2008 Calendar. The proposed meeting schedule is:

July	No meeting
August 28 and 29	Phoenix
September 25 and 26	To be Determined
October 23 and 24	To be Determined
November 27 and 28	To be Determined
December 11 and 12	To be Determined
January 22 and 23	To be Determined
February 26 and 27	To be Determined
March 25 and 26	To be Determined
April 22 and 23	To be Determined
May 20 and 21	To be Determined
June 24 and 25	To be Determined

The meeting adjourned at 4:50 p.m.

SUBMITTED BY:

Judy E. Garza, Board Secretary

Approved:

Nadine Mathis Basha, Chairman